



FEDERAL EXECUTIVE BOARD OF OKLAHOMA

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Oklahoma City, OK 73102
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May 12, 2003

Federal Leaders in Oklahoma:

The Emergency Preparedness Planning Committee of the Federal Executive Board (FEB) has continued to meet after developing the Agency Guidebook and training they coordinated last August. During their last meeting, a need was identified to begin “table top discussions” (rather than exercises) to assist agencies in smoothing, improving, or sharing strengths of your Preparedness Plans and Continuity of Operations Plans (COOP).

We will begin the process by providing a “Table Top Discussion”, including First Responders (Fire/Police/EMS) to discuss an “all-hazards” approach, interacting with agency leaders to discuss what can be expected in the event of an emergency response to your agency. For your convenience, the meeting will be scheduled to incorporate a working lunch; hopefully, making this more “schedule-friendly”. Information for this first gathering is as follows:

Date: Tuesday, June 24, 2003

Time: 11:00 a.m. – 2:00 p.m.

Location: Federal Transfer Center Training Facility, 7500 S. MacArthur Blvd., OKC

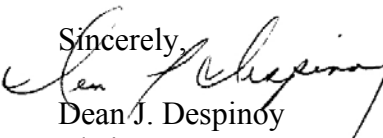
Cost: \$10 per person

At this session, a list of possible future topics will be provided for your selection. Through your participation, we can ensure all federal agencies have the information to prepare to the best of our cumulative ability. Your selection, or identification of topics you would like to have presented, will provide direction for the following series of meetings and ultimately, exercises.

Ensure your agency benefits from this forum by your participation. This first meeting is designed for the agency leader and your designated emergency coordinator. Future meetings may be designed in a manner that will allow other members of your leadership team to attend; however, we would like your participation (or your deputy) for this first session to identify direction of subsequent meetings.

If you have questions regarding this effort, please call the FEB Office at (405) 231-4167.

Sincerely,



Dean J. Despinoy
Chairperson

Registration for Table Top Discussions



****What to do when First Responders arrive at your facility****

Date: June 24, 2003

Time: 11:00 a.m. -2:00 p.m.

Location: Federal Transfer Center, Training Facility
7500 S. MacArthur Blvd.

Who Should Attend? Agency Leaders and their Emergency Coordinator

Cost: \$10 per person

Travel instructions: The Federal Transfer Center (FTC), located on the west side of Will Rogers World Airport, may be reached from the north by driving west on Airport Road to Rockwell Ave., then south two miles to SW 74th St. Drive one mile east again to MacArthur Blvd. will bring you directly to the entrance of the FTC. The Training Facility is just south of the Federal Transfer Center.

Travelers approaching from the south, take SW 104th St west to MacArthur Blvd. then north on MacArthur to the Training Facility on the east side of the road.

Agency: _____

Agency Leader (or designee): _____

Phone: _____ **Fax:** _____

Emergency Coordinator to Accompany Agency Leader: _____

<i>Please mail to:</i>	<i>Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102</i>
<i>Or Fax to:</i>	<i>(405) 231-4165</i>

Please register no later than June 19, 2003.